



REQUEST FOR VERIFICATION OF EMPLOYMENT

This portion to be completed by applicant/co-applicant:

Applicant/Co-Applicant Name: _____

Applicant/Co-Applicant Address: _____ Zip Code: _____

Employer Name: _____

Employer Contact Information: _____

I do have a job at this time **OR**

I do not have a job at this time

I am applying for home ownership with Scott/Bourbon Counties Habitat for Humanity, and hereby authorize the release of employment verification - including financial information - and references as requested by Scott/Bourbon Counties Habitat.

Applicant/Co-Applicant Signature: _____

Applicant/Co-Applicant Social Security Number: _____

Employer – Please answer all questions, even if this is a former employee. Your complete information is extremely important in our application process. Thank you in advance for your assistance.

1. Date of employment: _____ Position/occupation: _____

2. Current rate of regular pay \$_____ per _____(hour, week, month, year, etc.)

3. Current rate of overtime pay \$_____per _____(hour, week, month, year, etc.)

4. Do you anticipate any change in the employee rate of pay? YES NO

If YES, Revised Rate: Effective Date:

5. Avg. regular hours per week: _____Avg. overtime hours per week: _____

6. Do you anticipate any change in the number of hours the employee works? YES NO

If YES, please explain:

7. Total gross annual earnings you anticipate for the employee in the next twelve months: \$_____

8. Gross earnings year-to-date \$_____ Gross earnings last year \$_____

9. If the employee’s work is seasonal or sporadic, indicate lay-off periods: _____

10. Additional comments: _____

Authorized Signature: _____ Date: _____

Title: _____ Phone: _____ Email: _____

